

# Grillmore Burgers

## REQUEST FOR PROPOSAL (RFP)

City Wide Grills To Cook Burgers

### GRILLMORE INITIATIVE

Grillmore Burgers  
867 Grillmore Lane  
Demotown, New York 12345  
Phone: 987-7654 | Fax:  
Benjamin@burgers.co

**RFP ID: 987654321**  
**Prepared By: Benjamin Grillmore**  
**Date: September 22, 2023**

REQUEST FOR PROPOSAL  
GRILLMORE INITIATIVE  
Demotown - New York

**RFP ID:** 987654321

**SUBMISSION DEADLINE:** September 24, 2023, 4PM

**QUESTION SUBMISSION DEADLINE:** September 23, 2023

Questions may be submitted in written form no later than September 23, 2023 to:

**RFP Contact Name:** Benjamin Grillmore  
**Contact Address:** 987 Grillmore Lane  
Demotown, New York 12345  
**Telephone Number:** 987-2345  
**Email Address:** Benjamin@burgers.co

**INTRODUCTION**

Grillmore Burgers invites and welcomes proposals for their Grillmore Initiative project. Please take the time to carefully read and become familiar with the proposal requirements. All proposals submitted for consideration must be received by the time as specified above under the "SUBMISSION DEADLINE."

*BIDDERS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE BID SUBMITTAL MUST BE ACCOMPANIED BY BACKGROUND MATERIALS AND REFERENCES FOR PROPOSED SUBCONTRACTOR(S) – NO EXCEPTIONS.*

**PROJECT AND LOCATION**

The bid proposal is being requested for Grillmore Initiative which is or shall be located at 876 Grillmore Lane, Demotown, New York 12345.

**PROJECT MANAGER CONTACT INFORMATION**

The following individual(s) are the assigned contacts for the following:

For questions or information regarding everything, contact:

**Name:** Benjamin Grillmore  
**Title:** The Man  
**Phone:** 987-4567  
**Email:** Benjamin@burgers.co

## **PROJECT OBJECTIVE**

The objective and ultimate goal for this project is provide grills on every corner of the city to provide easy access to outdoor grilling in all locations throughout Demotown. .

## **PROJECT SCOPE AND SPECIFICATIONS**

Project Scope and Specifications are detailed on an attached document.

## **SCHEDULED TIMELINE**

The following timeline has been established to ensure that our project objective is achieved; however, the following project timeline shall be subject to change when deemed necessary by management.

<b>MILESTONE</b>	<b>DATE</b>
<b>Raise awareness about the lack of grills in Demotown:</b>	September 28, 2023
<b>Educate the population about how to grill a proper burger:</b>	October 5, 2023
<b>Provide grills for the population to use their new found grilling skills on:</b>	October 13, 2023
<b>Have a town-wide grill off:</b>	November 3, 2023

## **PROPOSAL BIDDING REQUIREMENTS**

### **PROJECT PROPOSAL EXPECTATIONS**

Grillmore Burgers shall award the contract to the proposal that best accommodates the various project requirements. Grillmore Burgers reserves the right to award any contract prior to the proposal deadline stated within the "Scheduled Timeline" or prior to the receipt of all proposals, award the contract to more than one Bidder, and refuse any proposal or contract without obligation to either Grillmore Burgers or to any Bidder offering or submitting a proposal.

### **INTENT TO SUBMIT PROPOSAL**

All invited Bidders are required to submit a "Letter of Intent" no later than September 30, 2023 informing Grillmore Burgers of their intent to either submit or decline to submit a proposal.

### **DEADLINE TO SUBMIT PROPOSAL**

All proposals must be received by Grillmore Burgers no later than 4 PM on September 24, 2023 for consideration in the project proposal selection process.

### **PROPOSAL SELECTION CRITERIA**

Only those proposals received by the stated deadline will be considered. All proposals, submitted by the deadline, will be reviewed and evaluated based upon information provided in the submitted proposal. In addition, consideration will be given to cost and performance projections.

Furthermore, the following criteria will be given considerable weight in the proposal selection process:

- Proposals received by the stipulated deadline must be in the correct format.
- Bidder's alleged performance effectiveness of their proposal's solution regarding the Project Objective of Grillmore Burgers.
- Bidder's performance history and alleged ability to timely deliver proposed services.
- Bidder's ability to provide and deliver qualified personnel having the knowledge and skills required to effectively and efficiently execute proposed services.
- Overall cost effectiveness of the proposal.

Grillmore Burgers shall reserve the right to cancel, suspend, and/or discontinue any proposal at any time they deem necessary or fit without obligation or notice to the proposing bidder/contractor.

### **PROPOSAL SUBMISSION FORMAT**

The following is a list of information that the Bidder should include in their proposal submission:

#### **Summary of Bidder Background**

- Bidder's Name(s)
- Bidder's Address
- Bidder's Contact Information (and preferred method of communication)
- Legal Form of Bidder (e.g. sole proprietor, partnership, corporation)
- Date Bidder's Company Formed
- Description of Bidder's company in terms of size, range and types of services offered and clientele.
- Bidder's principal officers (e.g. President, Chairman, Vice President(s), Secretary, Chief Operating Officer, Chief Financial Officer, General Managers) and length of time each officer has performed in his/her field of expertise.
- Bidder's Federal Employee Identification Number (FEIN)
- Evidence of legal authority to conduct business in New York (e.g. business license number).
- Evidence of established track record for providing services and/or deliverables that are the subject of this proposal.
- Organization chart showing key personnel that would provide services to Grillmore Burgers

#### **Financial Information**

- Provide a copy of the most recent audited financial statement, or an annual report by a certified public accountant.
- State whether the Bidder or its parent company (if any) has ever filed for bankruptcy or any form of Reorganization under the Bankruptcy Code.
- State whether the Bidder or its parent company (if any) has ever received any sanctions or is currently under investigation by any regulatory or governmental body.

#### **Proposed Outcome**

- Summary of timeline and work to be completed.

**Equipment or Service**

- List any and all equipment or services required for this proposed project and the number of each.
- Detailed estimated cost for each piece of equipment or service.
- List any or equipment or services required of a subcontractor, along with a brief explanation.
- List any accommodation, services, or space required from Grillmore Burgers, along with a brief explanation.

**Cost Proposal Summary and Breakdown**

- A detailed list of any and all expected costs or expenses related to the proposed project.
- Summary and explanation of any other contributing expenses to the total cost.
- Brief summary of the total cost of the proposal.

**Licensing and Bonding**

- Provide details of licenses and bonds (if any) for any proposed services that the bidder/contractor may plan on providing for this project.

**Insurance**

- Details of any liability or other insurance provided with regard to the staff or project.

**References**

- Provide 5 references

Bidder agrees that Grillmore Burgers may contact all submitted references to obtain any and all information regarding Bidder's performance.